

INTRA-DEPARTMENTAL HIERARCHY TRANSFER REQUEST WORKSHEET

Date

**A. REQUESTING MISSION AREA, AGENCY, OR STAFF OFFICE**

Point of Contact:

Email Address:

Name of Cardholder:

Pseudo Code:

Last Four Digits of Card number:

<b>OLD HIERARCHY</b>						
<b>TBR1</b>	<b>TBR2</b>	<b>TBR3</b>	<b>TBR4</b>	<b>TBR5</b>	<b>TBR6</b>	<b>TBR7</b>

**B. RECEIVING MISSION AREA, AGENCY, OR STAFF OFFICE**

Point of Contact:

Email Address:

Name of Cardholder:

Pseudo Code:

Last Four Digits of Card number:

<b>NEW HIERARCHY</b>						
<b>TBR1</b>	<b>TBR2</b>	<b>TBR3</b>	<b>TBR4</b>	<b>TBR5</b>	<b>TBR6</b>	<b>TBR7</b>

Instructions:

1. The receiving A/OPC must indicate they agree to the transfer by either requesting the transfer or showing agreement in an email. Please ensure both losing and receiving AOPCs are copied for situational awareness.
2. The receiving A/OPC must have TBR3 (in rare cases Level 4 will be accepted) access.
3. Requests should be emailed with “Hierarchy Transfer Request” in the subject line to the OCFO Travel Policy Management (TPM) mailbox ([TPM@usda.gov](mailto:TPM@usda.gov)).
4. A/OPCs of the old hierarchy will continue to be responsible for the card until it is transferred out. An alternative procedure is to cancel or close the card when the employee leaves the Mission Area, agency, or staff office and have them complete an application at the new Mission Area, agency, or staff office.